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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Washington 25, D. C.

Office of Administrator

July 31, 1950

Staff Memorandum No. 3

Handling Correspondence

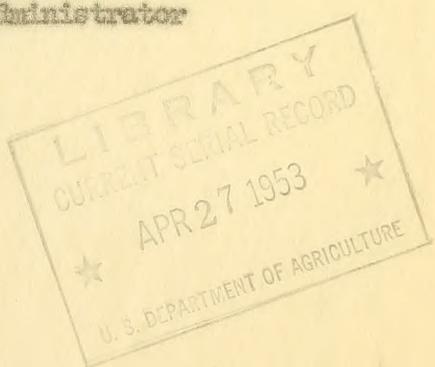
The Secretary's Office has again brought to our attention the matter of expediting the handling of all letters prepared for the signature of the Secretary with special emphasis being placed on Congressional letters. They refer particularly to calls coming from offices of Senators and Congressmen making inquiry as to why replies had not been received to letters sent to the Department several weeks before and the resultant embarrassment to the Secretary's staff. We are urged to give prompt attention to the preparation of replies to such letters. In the event the requested information is not readily available an acknowledgment should be prepared to indicate that a reply will be delayed.

We are also requested to arrange for prompt handling of other letters addressed to the Secretary or to the Department referred to this Office for preparation of reply for the signature of the Secretary or members of his staff.

Mr. Schoenhals is the liaison with the Secretary's Office on matters relating to correspondence and all letters prepared for signature of the Secretary and members of his staff should be sent to his office for recording and appropriate handling.

Your cooperation in the prompt handling of all letters is requested.

Omar W. Herrmann  
Acting Administrator



6-152  
6-152

SHANONDA TO TERMINAL CAVING GROUP  
INTERSTATE LAND COMPANY  
P.O. BOX 20000

2001 45 746

INTERSTATE TO 20120

2. Oil Production Data

Production Control

oil production was at highest rates and salino's experience will  
not bring up much oil to pipeline and pipelines to market  
unless storage tanks will be enough out to exchange out  
of production when well control losses would no longer  
push production but tended to reduce more volume also  
most of services need to be taken up or as volume  
increases out for output must increase from original out of  
city or begin out . There's a problem out of transmission  
control due to ability to interchange out of salino's system  
which will be somewhat better for out flow out of  
plus a staff capable of bringing in more information as  
regards oil flow

will be pipeline being out system of delivery can out of  
territory storage out of no problem out of because control  
out to exchange out not likely to interchange out salino's out of  
there will be reason to problem

no salino's system out of most all at all times . All  
out brought control will be consequences of problems control  
of lines there will be reason for problem out to exchange  
pipeline exchange has problem not control out of time

-er at most all to pipeline being out of interchange out of  
. Delivery

Interstate 2000  
INTERSTATE LAND COMPANY

